

## **QUALIFICATIONS**

Over 32 years of increasingly responsible executive management experience working for corporations and at all levels of government.

## **EXPERIENCE**

<u>City Council Member</u> - Currently serve as a member of the City Council for the City of Nogales, Arizona. Located along Arizona's southern boundary Nogales, Arizona, borders Nogales, Sonora, Mexico, and is Arizona's largest international border City with a population of 21,000. Nogales is a major international gateway and is the economic capital of the region. The City Council exercises all the legislative powers of the City except legislation that needs approval by the qualified voters of the City. The City Council members may propose, discuss, and vote on legislative matters such as resolutions, orders, and ordinances for consideration by the entire City Council. Served as Vice-Mayor January 2015 through January 2017. Elected November 2014

<u>Governing School Board Member</u> – Currently serve as a member of the Governing School Board for Nogales Unified School District Number One. The school district serves approximately 6,200 students in 10 schools which include a preschool program, six elementary schools, two middle schools, and two high schools. Located in the southern part of Santa Cruz County, our students and families bring to our school community a rich cultural background that reflects life on both sides of the border. Served as Clerk to the Board for the year 2016. Served as Board President for the year 2017. 1/2015 - Present

<u>Vice President, Community and Government Affairs</u> – Work under the direction of the President and CEO of Arizona Mining, Inc., a Vancouver based mining company that is publicly traded on the Toronto stock exchange. Principal duties include government relations (local, county, state and federal), community relations, management of all permitting and environmental compliance activities, property management including real estate acquisition, and serve as primary point of contact in Arizona for the development of the Hermosa Silver Mine in Santa Cruz County. 7/2011 - Present

<u>County Manager</u> - Responsible for planning, organizing, evaluating, and directing Santa Cruz County general government. Managed the County's budgetary control systems and oversaw all other financial accounts. Coordinated with and provided guidance to other County elected officials. Advised the Board of Supervisors on management and public policy issues that impacted County operations. Served as a lobbyist for the County addressing issues at the state legislature and US Congress. Researched, reviewed, and reported on issues impacting the County. Directed and advised staff on the implementation of Board policies and directives. 10/2001 – 9/2010

<u>Arizona Regional Manager</u> – Supervised the management of three offices in Arizona for Sunrise Engineering, Inc. Sunrise Engineering is a privately help corporation, which has seven offices in four mountain regions states. In Arizona, there are two civil engineering offices and one survey operation that work throughout the entire state. The Arizona Regional generates over \$4 million in gross revenue and employs 50 people. Services offered include water system design, wastewater system design, transportation design, natural gas design, survey, construction management, and GIS mapping. Responsibilities included development and implementation of a regional business plan that addressed marketing, human resources, fixed assets management, and financial resources. 10/2000 – 10/2001

<u>Office Manager</u> – Managed the marketing program, design services, and contract administration for the Sunrise Engineering, Inc., Mesa, Arizona office. Sunrise is a full service civil engineering firm the

works primarily with local governments in the design and construction of infrastructure projects. Projects range in size and scope from designing a simple sidewalk to a full-blown wastewater treatment plant. Clients included the Arizona Department of Transportation, City of Phoenix, City of Goodyear, City of Apache Junction, City of Mesa, and Southwest Gas. 3/2000 – 9/2000

<u>Town Manager/Clerk</u> - Responsible for the management all administrative functions for the Town of Parker, Arizona. Served as the personnel director overseeing all human resource responsibilities. Represent to the Town on all economic development activities, zoning issues, and cases before the Board of Adjustments. Planned, coordinated, and managed the entire budget. Manage all expenditures, on a cash flow basis, within the Town. Responsible for the preparation, filing, and recording of public documents. Represented the Town at meetings with organizations and at other public events. 7/96 - 3/2000

<u>Deputy City Manager</u> - Responsible for planning, organizing, and directing all aspects of community and economic development activities for the City of Douglas, Arizona. Served in the capacity of Director of the Community Development Department as well as oversee the functions of the Housing Department, Library, Planning and Zoning, Parks, and Recreation. In the absence of the City Manager acted in that capacity overseeing all municipal functions and activities. 8/1995 - 7/1996

<u>Director, Community Development Department</u> - Responsible for the operation and management of planning and zoning, annexations, economic development, grant administration, property management, parks and recreation, and intergovernmental relations for the City of Douglas, Arizona. In three years, completed a new City General Plan, a new Zoning Ordinance, a Capital Improvement Program, a Master Recreation Plan, a Small Area Transportation Study, an Arizona Enterprise Zone Program, and a Downtown Corridor Study. Created a Municipal Property Corporation and used tax exempt bonds to complete a golf course/housing development, new municipal library, renovate city hall and purchase streetlights from APS. 4/1992 - 8/1995

Assistant to US Senator Dennis DeConcini - Addressed issues in his Southern Arizona office dealing with the North American Free Trade Agreement, commerce, housing, economic development, education, transportation, environment, grants, and rural and urban municipalities. Worked directly with constituency groups involved in the aforementioned issue areas. Worked closely with the US State Department and US Department of Commerce to host the first ever Central America Trade Mission in Arizona. 3/1991 - 4/1992

<u>Field Operations Supervisor</u> - Analyzed response information for the US Census Bureau's Tucson office during the 1990 Decennial Census and established field operation supervisory districts within the city. Managed non-response follow up operation for Southwest Tucson, supervising over one hundred employees in the collection of questionnaires. Trained edit clerks, edit quality assurance clerks, non-response follow up crew leaders, enumerators, and replacement personnel. 3/1990 - 11/1990

<u>City Council Administrative Assistant</u> - Served as staff to City Council Member Sharon Hekman, Tucson, Arizona. Worked with residents to formulate neighborhood plans, researched and advised the Council Member on the impact of rezoning and development plans, assisted constituents with zoning issues, represented the Council Member at Board of Adjustment hearings. Helped area residents and businesses address their concerns with roadway improvement projects, participated in light rail studies, and assisted neighborhoods develop traffic circulation plans. Served as staff on the Tucson Storm Management Advisory Committee, Citizens Transportation Advisory Committee, University of Arizona Campus Community Relations Committee, Tucson/Pima County Arts Council, and Pima County Regional Council. 1/1988 - 12/1989

<u>Special Assistant to the Director</u> - Served as a liaison between the Pima County Board of Supervisors and the Director of the Department of Transportation and Flood Control District addressing transportation related issues. Managed the Dust Control Paving Program, developed county road

maintenance policy and established development standards for a road to be accepted into the maintenance system. Worked with outlying rural areas on Community Development Block Grant project creation and implementation. Researched and produced reports on various issues or projects for the Director, County Manager, and the Board of Supervisors. 1/1987 - 1/1988

<u>Special Assistant to the Governor</u> - Supervised Governor Bruce Babbitt's Tucson office and managed support staff. Represented and advised the Governor on issues concerning the residents in Southern Arizona. Scheduled and planned events for the Governor, including press conferences, dinners, and receptions. Worked with constituents, businesses, and local governments on issues of concern. Attended meetings held by local civic organizations and associations. 7/1986 - 1/1987

<u>Director of Constituent Services</u> - Served as a liaison between constituents and various state agencies on behalf of Governor Bruce Babbitt. Designed and managed the internship program in cooperation with the University of Arizona. 3/1986 - 7/1986

<u>Assistant Director of Constituent Services</u> - Assisted the Director of Constituent Services for Governor Bruce Babbitt in addressing constituent concerns and supervised office interns. 6/1985 - 3/1986

## **EDUCATION**

Bachelor of Arts, Political Science, University of Arizona Course work towards Masters in Business Administration, University of Arizona and Western International University

## **MEMBERSHIPS**

Nogales Noon Lions President, Nogales Rotary Foundation Treasurer, United Church Village Board Treasurer, City of Nogales Economic Development and Tourism Advisory Board Member, Nogales Santa Cruz County Chamber of Commerce Government Affairs Committee Chairman, Nogales Santa Cruz County Port Authority, International City/County Management Association, Arizona City/County Managers Association, County Managers Organization Past President, County Supervisors Association Executive Board, Arizona Counties Insurance Pool Board of Trustees, Arizona Local Government Employees Benefit Board of Trustees, Government Finance Officers Association, South Eastern Arizona Governments Organization Administrative Council, American Economic Development Council, Arizona Association for Economic Development, Arizona Planning Association, American Planning Association, Arizona Constable Ethics Committee, Arizona Office of the Courts Committee on Probation, US International Boundary Water Commission Southeast Arizona Citizens Forum Board, and Santa Cruz Valley Tourism Council.